

ALTERNATE BILLETS HELP

A suggestion/question from the field regarding scheduling events as resulted in the following information. The question was regarding how a Flight Chief could possibly schedule an Office Visit for one of their recruiters. There are two ways in which this can be accomplished.

A - Act as the recruiter

- Flight Chief goes to the top tool bar and selects Management Functions - Review Recruiter Activity
- Flight Chief then drills down and finally highlights the recruiter they wish to set the event for
- Then select from the top Recruiting Processes - Manage Recruiter Activities - Document recruiting Activities
- Creating an Office Visit even will then be loaded against the recruiter's plan

B. - Manage as alternate billet

- Flight Chief goes to the top tool bar and selects Management Functions - Review Recruiter Activity
- Flight Chief then drills down and finally highlights the recruiter they wish to manage
- The Alternate Billet button will now be lit, click on it
- Click on a blank Alternate line
- Open the LOV on the far right side of the line
- Select yourself, load, and save the record
- Now anytime you log into the Blue Screen, opening the bottom Alternate Billets will display the rics you loaded yourself to
- Select the ric you wish to work "as" and begin your processes (remembering that during that period you "are" that recruiter